



What to Do If An Employee Becomes Sick or Exposed to COVID-19 Supervisor Guidelines

Note: This guidance does not apply to Police or Fire.

Directors:

Each Department must identify and assign an internal departmental COVID-19 Point of Contact (POC) who will act as a single pathway of communication between the department and Occupational Medical Services (OMS) to ensure reporting of County employee COVID-19 cases and actions taken by departments are in line with the guidance provided by Public Health and the CDC. Please refer to the April 5 email from DCAO Fariba Kassiri, and use the spreadsheet link provided in her email to identify your POC by close of business April 6.

As you will see in the specific guidance details below, the COVID-19 POC is responsible for various tasks, including completing the online OMS COVID-19 Department Reporting System as soon as possible, but no later than close of business the following day.

Important: COVID-19 POCs are not responsible for collection of medical information or documentation as that is strictly a function of OMS.

The following guidance is for employees, manager/supervisors and departmental COVID-19 POCs.

There are four levels of COVID-19 circumstances that require specific actions for employees, manager/supervisors and departmental COVID-19 POCs:

LEVEL 1: A staff person is out sick, but either has not seen a healthcare provider, or a healthcare provider has not referred him or her for testing.

LEVEL 2: A staff person is exposed or suspects exposure to someone with COVID-19.

LEVEL 3: A staff person is diagnosed positive (either "presumed positive" through consultation with a health care provider, or by a confirmed positive test result).

LEVEL 4: A staff person has been quarantined and meets the criteria for recovered.

LEVEL 1: A staff person is out sick, but either has not seen a healthcare provider, or a healthcare provider has not referred him or her for testing.

STAFF PERSON:

- Notify your supervisor that you are sick and are staying home.
- Stay home until you are symptom-free.
- Remain in contact with your healthcare provider if your symptoms change.
- Notify your supervisor if your healthcare provider decides to send you for testing for COVID-19.

SUPERVISOR / MANAGER / DEPARTMENTAL COVID-19 POC:

- Generally, keep track of how many staff are out sick and look for any trends.
- Encourage social distancing through telework as much as possible and work to limit use of common areas to the extent practicable.
- Encourage continued hand washing for all staff.
- Any employee who has not been directed by a healthcare provider to quarantine/isolate, due to symptoms, exposure, or travel, should **use their own sick leave**.
- Notify the departmental COVID-19 POC when employees notify you that their healthcare provider has directed them to get tested for COVID-19. The COVID-19 POC will complete the online OMS COVID-19 Department Reporting System.

LEVEL 2: A staff person is exposed or suspects exposure to someone with COVID-19.

STAFF PERSON:

If you think you may be exposed to COVID-19:

- The CDC defines exposure as being within approximately six feet of a COVID-19 case for a prolonged period of time, such as attending a gathering, party, concert, or meeting. Exposure can occur through close contact while caring for, living with, visiting, or sharing a healthcare waiting area with a COVID-19 case.
- Call DHHS Disease Control immediately at 240-777-1755 and follow their guidance.
- Answer DHHS Disease Control's questions to the extent possible regarding your movements in the office and contact with others (who, for how long and was social distance maintained).
- If advised to leave work, notify your supervisor by phone or email.
- Answer your supervisor's questions regarding your movements and contact while at work.

SUPERVISOR / MANAGER / DEPARTMENTAL COVID-19 POC:

If a staff member tells you they may have been exposed:

- If the staff member has come into the office, ask the staff member to go straight home and contact his or her healthcare provider immediately and then immediately notify your departmental Manager and COVID-19 POC.
- Departmental Management and COVID-19 POC should provide initial guidance to managers regarding management of affected workspaces. Managers should consider and ensure that the needs for safety and COOP are addressed. These may include:
 - Contact DHHS Disease Control at 240-777-1755.
 - Isolate potentially affected workspaces.
 - Notify DGS of the need for cleaning a potentially contaminated area.
 - Relocate operations and staff to a safe area so work can continue (such as telework).
 - Advise directly affected staff of any actions they may need to take.
- The COVID-19 POC must complete the online OMS COVID-19 Department Reporting System.
 - OMS will communicate directly with the departmental COVID-19 POC on any additional actions needed.

- The POC will ensure that any additional actions received from the OMS are given to the department/manager. If applicable, notify the appropriate union of the steps taken (remember, HIPAA prohibits you from identifying the person to the union absent a signed waiver).
- The department should consider sending a notification to all affected staff; below are two examples. If needed, please contact DHHS Disease Control at 240-777-1755 for guidance on messaging. The overall message should be that MCG is working to protect their safety.

Sample Employee Message for Office Environments

We have been notified about a potential COVID-19 exposure on the 50th floor. Given that, we will move the 50th floor to 100% telework effective at 12 p.m. today, Tuesday, March 31st. DGS has been cleaning the space, and will continue to do such. What this means for you:

- *If you have been in our 50th floor space since March 24th, you may be contacted by public health. However, given the limited risk of exposure we don't anticipate many, if any, people being contacted.*
- *If you have been in the space since March 24th, please self-isolate and monitor yourself for symptoms. If you experience any symptoms aligned with COVID-19, please notify your healthcare provider and your supervisor.*
- *If you need an office item(s), please be in touch with your supervisor to confirm access to the space.*
- *If you are currently in the office, we ask you to collect items you perceive needing in the next couple of weeks and take them home with you. If you are still not set up to fully telework, please be in touch directly with your supervisor for additional information.*
- *If you have additional questions, please contact your immediate supervisor.*

Sample Employee Message for Shops and Depots

- *We were notified that a member of our staff has (been exposed/tested positive) for COVID-19. We have alerted people who may have been exposed and are following HHS Disease Control guidelines. We have also cleaned the areas where the person had contact. At this point, we need each of you to continue to maintain social distance, stay home if you are ill, and alert us of any changes in your health.*

- Employees who may have been exposed to COVID-19 will be placed on **administrative leave or may continue to telework if approved.**

LEVEL 3: A staff person is diagnosed positive (either “presumed positive” through consultation with a health care provider, or by a confirmed positive test result).

STAFF PERSON:

If you receive confirmation of positive or negative diagnosis :

- Follow the guidance given by your healthcare provider if positive.
- Contact your supervisor and provide him or her with an update.
- Follow your supervisor's guidance regarding your work status and schedule.

SUPERVISOR / MANAGER / DEPARTMENTAL COVID-19 POC:

- If you had previously been notified of a potential exposure and have already addressed facilities and social distancing issues with other staff, contact your departmental COVID-19 POC and alert them of a status change and seek guidance on next steps.
- If the notice of the diagnosis from the employee is the first you are hearing of this situation, follow the steps outlined in Level 2 for Supervisor/Manager/Departmental COVID-19 POC. The COVID-19 POC will notify OMS of the status change and follow the direction of OMS.
- Employees who are presumptive positive or confirmed to be positive for COVID-19 will be placed on **administrative leave** for the duration of their period of quarantine/isolation.

LEVEL 4: A staff person has been quarantined and meets the criteria for recovered.

STAFF PERSON:

- Notify your supervisor of your intention to return to work.
- Obtain documentation from your healthcare provider that you have successfully completed/been released from quarantine or isolation.
- Contact OMS by phone at 240-777-5118 or email at MedicalInfo.OMS@montgomerycountymd.gov to schedule a return to work appointment. **Do not come to the clinic without an appointment as you will not be seen.** Provide OMS with a copy of the above documentation so they can provide you an approved Health Status Report (HSR), which you must give to your supervisor. OMS will forward the HSR to your supervisor and the departmental COVID-19 POC.

SUPERVISOR / MANAGER / DEPARTMENTAL COVID-19 POC:

- Obtain a formal return to work clearance from OMS before permitting the employee to return to work. Until that is received, the person cannot access County facilities.
- Staff who were directed to isolate/quarantine while on telework must receive clearance from OMS before returning to telework.
- Notify your departmental COVID-19 POC of the employee's return to work so they may document the date.

RESOURCES

Department of Health and Human Service (DHHS) Disease Control
240-777-1755

Department of General Services (DGS)
240-777-7777

Occupational Medical Services (OMS)
Phone: 240-777-5118
Email: MedicalInfo.OMS@montgomerycountymd.gov
Fax: 240-777-5132